

Grafton Recreation

Summer Youth Program Counselor

Summary:

Under supervision of the Program Director and Assistant Program Director, a Counselor is responsible for an assigned group of children, ranging in ages from 4-13. The Counselor will lead and circulate their group through a variety of activities throughout the day. The Counselor will assist during each activity, but the Counselor's main function is to oversee, engage and interact with their group.

Duties and Responsibilities:

- Check in children for attendance every morning and report any absences to Program Director.
- Set up daily supplies every morning and pack away all supplies every afternoon.
- Assist in maintaining a safe environment conducive to learning and fun.
- Perform various maintenance duties as directed to maintain a clean and safe facility.
- Ensure authorized pick up of children; checking ID's and matching to a list of authorized names.
- Perform miscellaneous job-related duties as assigned.
- Check out with Program Director at the end of the shift, report any requests/issues and maintain an accurate timecard.

Minimum Requirements:

- Must be age 16+.
- Experience and a passion for working with children; be ready to listen and give your undivided attention to the children and have a positive 'can-do' attitude.
- Must be First Aid and CPR certified.
- Must have a CORI check.

Knowledge, Skills and Abilities Required:

- Must have experience working with children, an outgoing and positive personality, be a positive role model, show good judgement with decision making, demonstrate leadership skills, be responsible, trustworthy, honest, sincere and helpful.
- Must be able to effectively communicate with a group of children and parents, follow directions from the supervisor and have the ability to follow routine verbal and written instructions.
- Group Management skills including keeping headcounts and maintaining proper staff:children ratios, handling conflicts within the group in a positive and constructive manner, and adapting to change such as a change in schedule or timing of an activity and being able to quickly improvise and implement a game or activity on your own.
- Ability to react calmly and effectively in emergency situations and stay neutral and calm when handling difficult situations.